Association for Human Resource Management
Position Description

President

POSITION PURPOSE
To champion and lead a professional non-profit organization in order to fulfill needs of human resources professionals in the Greater Grand Rapids area. Position reports to MISHRM District Director.

PRINCIPLE ACCOUNTABILITIES *(including SHAPE responsibilities)*
- Represent AHRM in the community and at MISHRM and SHRM functions.
- Support MISHRM goals and initiatives and serve as liaison between MISHRM and AHRM.
- Support AHRM by working to remain financially responsible, seeking to maximize income and decrease expenses.
- Assist Trustee and Vice President with succession planning for future Board of Directors.
- Support incoming President with coordinating Strategic Planning Meeting with Board of Directors.
- Lead AHRM meetings, board meetings and conference/workshop activities.
- Distribute board agenda and announcements in advance of board meetings.
- Provide monthly "Message from the President" to newsletter relevant to current issues on AHRM, SHRM, and human resources.
- Ensure there is appropriate follow up with Director of Membership with SHRM quarterly audits.
- Support board members in their endeavors. Ensure their responsibilities are fulfilled and objectives are understood and met.
- Lead and support AHRM to ensure successful accomplishment of all performance objectives.
- Ensure chapter bylaws are kept up-to-date and followed.
- Conduct audit of financial records annually with Treasurer.
- Expectation of all board members to follow the General Board Member Job Description.

CONFERENCE/MEETING REPRESENTATION
- Annual MISHRM State Conference
- Annual SHRM Conference
- MISHRM State Council Meetings – 2-3 Annually
- Participation in various AHRM events and activities as needed

QUALIFICATIONS
General Experience/Background
- Minimum one year in an AHRM Board of Directors role, not including one year in the role of Vice President
- Must have active individual membership in the Society for Human Resource Management (SHRM)
- Human Resource certification preferred (PHR, SPHR, SHRM-CP and/or SHRM-SCP).

Language and Technical Skills
- Proficient computer knowledge, including Microsoft Office products
- Must be able to effectively communicate both verbally and in writing to individuals at all levels of an organization
- Ability to influence upward, laterally, and downward without any direct line authority

Succession Role Commitments (if applicable)

- Assume role of AHRM Trustee for one year following term